

MRC/CSO Social and Public Health Sciences Unit



Medical
Research
Council



CHIEF
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OFFICE



University
of Glasgow

Privacy Notice for PACES (Physical Activity, Social Connectedness, and Healthy Ageing Study): Organisational Survey

Your Personal Data

The **University of Glasgow** will be what's known as the 'Data Controller' of your personal data processed in relation to the PACES study. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data such as your name and contact details, but only for follow up participation in workshops (and only if you decide to provide these details at the end of the survey—you do not have to do this to take part). In the survey we are not asking about your personal information beyond your job role and the organisation in which you work; other questions will be about the organisation more generally rather than personal to you. We will only collect data that we need in order to conduct this study.

Legal basis for processing your data

We must have a legal basis for processing all personal data. For the PACES study, the legal basis is Public Task. This means that the activities of the study are undertaken as part of the core functions of the University and the Medical Research Council.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. The data that you provide will be used (alongside other data) in the workshops that we will hold with other people from your local authority area, as well as in our project advisory groups. It is possible that workshop participants would be able to identify that you have participated in the survey, though no personal data will be shared, unless you consent for us to use this for further contact (if you consent, we may list your name as a person who is open to being contacted about relevant projects in the locality).

How long do we keep it for

Your data will be retained by the University for at least 10 years. It will be stored and kept confidential, and anything that identifies you personally (e.g. you name, job role and contact details) will be kept separate from the data used for research purposes. After this time, a data access committee will decide whether and how to securely delete all personal data.

What are your [rights](#)?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. Once research data has been anonymized, we cannot delete it, as we will no longer know who it belongs to.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@gla.ac.uk. *Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>